

**OFFICE OF ADULT EDUCATION  
INDIANA DEPARTMENT OF EDUCATION**

**DUE DATES  
FEDERALLY-FUNDED COMPREHENSIVE PROGRAMS  
PROGRAM YEAR JULY 1, 2009 - JUNE 30, 2010**

<b>OCTOBER 2009</b>	<b>NOVEMBER 2009</b>	<b>JANUARY/FEBRUARY 2010</b>	<b>APRIL 2010</b>	<b>JULY 2010</b>	<b>AUGUST 2010</b>
<b>OCTOBER 16</b> 1. ABE Quarterly Proration of Employee Time (1) 2. Coordinating Council Minutes	<b>NOVEMBER 2</b> 1. Final 2009 Annual Performance Report (ABE & ASC) 2. Local Program 2009 Survey Report Form	<b>JANUARY 15</b> 1. ABE Cumulative Quarterly Reports 2. ABE Cumulative Quarterly Expenditure Report 3. ABE Quarterly Proration of Employee Time 4. Coordinating Council Minutes  <b>FEBRUARY 15</b> 1. Mid-year 2010 Annual Performance Report	<b>APRIL 16</b> 1. Deadline for requesting modification of federal budget 2. ABE Cumulative Quarterly Reports 3. ABE Cumulative Quarterly Expenditure Report 4. ABE Quarterly Proration of Employee Time 5. Coordinating Council Minutes	<b>JULY 30</b> 1. ABE Cumulative Quarterly Reports 2. ABE Quarterly Proration of Employee Time 3. Coordinating Council Minutes 4. Initial 2010 Annual Performance Report (ABE & ASC)	<b>AUGUST 31</b> 1. ABE Final Fiscal Report & Check for Unexpected Balance 2. ABE Itemization of Local Expenditures 3. ABE Final Equipment Inventory (2) 4. ABE Institutionalized Adults Served Report

- Programs that electronically transmit files should transmit on or before due dates outlined above for activity during the reporting period and mail hardcopy.
- A request for extension of a reporting deadline must be received in writing prior to the due date. The Office of Adult Education reserves the right to withhold payments when reports are not submitted in a timely manner.
- Refer to Policy Memorandum #12 regarding reporting deadlines and request for extension.
- 1 copy of each paper report to the Adult Education Specialist at:  
OFFICE OF ADULT EDUCATION  
INDIANA DEPARTMENT OF EDUCATION  
151 WEST OHIO STREET  
INDIANAPOLIS, IN 46204-2798

(1) Form required only for those program employees for whom a *portion* of their salary is paid from adult education federal funds.

(2) Refer to Policy Memorandum #11 in the *Adult Education Handbook*.